Accommodations Checklist for Students
Student Accessibility Services (SAS)

1. Submit complete documentation of disability and make initial appointment to discuss how your disability will impact learning at Delaware State University and discuss accommodations- see SAS handbook for documentation information
   http://www.desu.edu/office-disabilities-services

2. The First Week of the Semester
   ✓ Attend all classes
   ✓ Collect Syllabi from all classes
   ✓ Schedule another appointment with the SAS Coordinator
     email rdurrington@desu.edu phone: 302.857.7304

3. The second appointment with the SAS Coordinator:
   (Within two-three weeks of classes)
   ✓ Bring a calendar to plot your exam schedule
   ✓ Bring your schedule of classes
   ✓ Bring syllabi from all you classes in order to:
     • Discuss exams dates
     • Sign testing document

4. Accommodation letter to the Professors:
   ✓ Schedule an appointment with your professors within week of obtaining letters of accommodation (during posted office hours on syllabus)
   ✓ Discuss the contents of the letter with all of your professors
   ✓ Complete page 2 on the accommodations letter and return the letters to Ms. Roberta C. Durrington room 218 in the Library